



Information Technology Compliance Manager – WMS Band 2 Information Services Olympia, Washington

Starting Annual Compensation: \$60,000 - \$75,000 (DOQ)

Closing Date: Open Until Filled

Note: This recruitment will be open until filled. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. ***It will be to the applicant's advantage to submit materials as soon as possible.***

Mission & Vision

The Department of Licensing (DOL) is an agency that protects the public safety and welfare in all areas we license and regulate, and ensures the fair, timely and efficient collection of state revenue. We are surprisingly innovative, setting new standards of excellence in customer service, consumer protection and public safety. Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. To learn more about DOL, visit www.dol.wa.gov

Division Profile

DOL's Information Services Division (ISD) is a state leader in innovative technology and a three-time winner of the Government Technology Digital State Survey Award. Through the acquisition and use of state of the art technology, the ISD provides direction and customer support to the major program areas of the agency. The ISD staff consultants are responsible for application development and maintenance, providing centralized management of computer hardware, software, and network communications, and the maintenance and support of the agency's entire technology infrastructure.

Position Objectives & Responsibilities

This position provides direction to the Chief Information Officer and the agency executive management team in the integration of technology compliance principles, standards, and policies in the areas of security, budget, application architecture, networking, data center management, federal and state mandates, and influences agency technology compliance policy decisions.

The Compliance Manager is responsible to develop and maintain momentum for the agency's Enterprise Compliance Improvement Program by providing expert knowledge of technology, risk assessment and mitigation, policy, and industry-accepted best practices. This position provides expert level compliance consultations and formulating recommendations for agency management in all areas of compliance: security appliances, personal computers, network and communications, database and applications, Internet and intranet, electronic commerce, and server technologies.

The Compliance Manager collaborates with representatives of the Department of Information Services and other state agencies to promote statewide compliance approaches and to assure that DOL is in alignment with state security policies and standards.

Desired Knowledge and Skills

Knowledge of:

- Information Technology (ITS) security and security audit best practices and methodologies
- Budget allocation, tracking, forecasting procedures and best practices
- Effective leadership and communication principles
- Knowledge of technology industry compliance software and hardware products
- Network architecture and protocol

- Enterprise service oriented architecture concepts
- Communication and presentation tools
- Capability Maturity Model (CMM) and associated application development best practices
- Compliance practices within the software development life cycle
- Preparing written technical material and technology architectural documentation associated with emerging technology capabilities and standards
- Information technology organization and workflow best practices
- Vendor request for proposal (RFP) and request for information (RFI) development, vendor selection and contract negotiation
- Contract and vendor management best practices and principles

Skills to:

- Prepare written technical material and technology architectural documentation associated with emerging technology capabilities and standards
- Ability to research and integrate state and agency enterprise architecture principles into agency compliance policies and best practices
- Ability to work and communicate with internal and external customers at all levels (application developers, network engineer, Information Services management team, executive management team, federal and state officials and technicians).
- Manage compliance projects utilizing the agency Project Management methodology
- Consult with technology projects on compliance requirements
- Participate in agency architecture and security review meetings and direct projects in compliance to agency and state principles
- Technology security and compliance related research and education
- Evaluate network (LAN/WAN) requirements and impacts
- High level of oral and written communication skills
- Coordinate the development of agency legislative supplemental and policy decision packages
- Facilitation skills
- Detailed oriented with the ability to manage and prioritize multiple tasks and projects at one time
- Ability to effectively communicate with both business and technical staff at all levels on compliance issues adjusting the communication to facilitate understanding
- Develop and modify agency and technology compliance policies as required
- Develop compliance related requests for proposals (RFP) and manage the associated vendor selection process

Required Qualifications

- Bachelor's degree in computer science or related field (other combinations of education and related experience may substitute year for year for Bachelor's Degree).
- Minimum 3 years experience writing computer related policy from inception to implementation

Desirable Qualifications

- IT certifications in the area of security, auditing or quality control.

Compensation

This position is in the Washington Management Service, Band 2 with a starting annual compensation between \$60,000 - 75,000 depending upon qualifications. We offer a solid benefit package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage.

Application Procedure

E-MAIL responses are preferred. E-mail will be the method of communication throughout this recruitment. Please e-mail materials to: HRrecruit@dol.wa.gov and indicate in the subject line of your correspondence: 06-72W – Compliance. Initial screening will be based on the application materials requested below.

- A letter of application describing your knowledge, skills, and abilities as they relate to the desired knowledge and skills and the required qualifications outlined in this recruitment announcement. No more than two pages.
- Your résumé highlighting relevant work experience.
- A list of three professional references, with current telephone numbers and addresses; and
- How you became aware of this recruitment.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

If necessary, hard copies may be mailed to:

Human Resources Office

Attn: 06-72W – Compliance

Department of Licensing

PO Box 6007

Olympia, Washington 98507-6007

Persons with a disability who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.